

Finance Committee Meeting Minutes
Wednesday, September 18, 2002

Chairperson Haukohl called the meeting to order at 8:50 a.m.

Present: Committee Chairperson Pat Haukohl, Supervisors Jim Behrend, Don Broesch, Joe Griffin, Joe Marchese, Michael Sonnentag and Supervisor Genia Bruce. (Bruce missed the morning session of the meeting due to County business.)

Also Present: Public Works Director Rich Bolte, Risk Management Administrator Laura Stauffer, Principal Financial Projects Analyst Bob Ries, Treasurer Pam Reeves, Parks Systems Manager Jim Kavemeier, Collections & Business Services Manager Sean Sander, Employment Services Manager Sue Zastrow, Administration Director Norm Cummings, Budget Manager Keith Swartz, Legislative Advisor Mark Mader, Supervisor Hank Carlson, Public Works Senior Civil Engineer Karen Braun and Office Services Coordinator Windy Jicha.

Approve Minutes of August 21, 2002

MOTION: Marchese moved, Behrend second, to approve the minutes of August 21, 2002.

Motion carried: 5 -0.

Executive Committee Report

Haukohl said that the Executive Committee met on September 9 and 10 to review capital projects. The September 16, Executive Committee meeting was a regular meeting. The committee will have final discussions on capital projects at the September 30 meeting.

Next Meeting Date

October 2, 2002

Correspondence

Haukohl handed out the list of correspondence from the Executive Committee.

Supervisor Broesch arrived at 8:55 a.m.

Meeting Approvals

MOTION: Broesch moved, Griffin seconded to approve the attendance of Finance Committee members to all standing committees in regard to the capital projects and operating budget.

Motion carried: 6 -0.

Public Comments

Griffin commented on negative comments that he has heard from various sources in regard to the Consolidated Dispatch Center. He has been attending the technology committee meetings to keep current on this issue.

Ordinance 157 -O-053: Waukesha County Determination of Necessity and Relocation Order for the Expansion of the Waukesha County Justice Center - Waukesha County Project 200211

Bolte and Braun appeared to discuss this ordinance. This is the fourth of five properties to be acquired to build the Waukesha County Justice Center.

MOTION: Behrend moved, Broesch seconded, to Approve Ordinance 157 -O-053: Waukesha

County Determination of Necessity and Relocation Order for the Expansion of the Waukesha County Justice Center - Waukesha County Project 200211. **Motion carried:** 6-0.

Ordinance 157-O-056: Amend Waukesha County Sheriff's Department 2002 Budget and Public Works 2002 Budget for Building Security

Stauffer was present to discuss ordinance 157 -O-056. Stauffer gave an overview of the current security patrol system used at the Courthouse, Administration and Health and Human Services. She said that Waukesha County agrees that the patrols need to continue but a higher quality of service is needed. The intent of this ordinance is to utilize part time, retired deputies for building patrols. These security patrol personnel would not be sworn officers but would be security officers and not carry guns. These security officers will earn \$12.05 per hour. The contract with the existing vendor expired on April 2002. The County has been renewing the contract on a month to-month basis.

Stauffer reported that providing security through the Sheriff's Department would increase the annual cost of security by \$2,132. The total annual cost of security through the Sheriff's Department including social security benefits would be \$36,295.

Griffin asked if these security officers would wear Sheriff's Deputy uniforms? Stauffer said that Captain Marks would like to see security outfits in polo shirts with the Sheriff Department emblems on them. Each security officer would carry a radio to communicate directly with the Sheriff's Department. Stauffer said that there is a large enough pool of retired Sheriff's Deputies to cover all shifts including vacation times. If there are not enough retirees, the department can hire retirees from other police departments.

MOTION: Marchese moved, Sonnettag seconded to Approve Ordinance 157 -O-056: Amend Waukesha County Sheriff's Department 2002 Budget and Public Works 2002 Budget for Building Security. **Motion carried:** 6-0.

Supervisor Broesch led the committee in the Pledge of Allegiance.

2nd Quarter Status Report on Investments

Ries was present and discussed the Waukesha County Investment Report. Ries discussed the current financial markets, interest rates and how they affect Waukesha County. Ries said that right now with the market being uncertain, it is best to move money to more secure investments. He reported that as of the end of the second quarter, the total investment revenues (net of management and banking service fees) for Waukesha County totaled \$1,572,477. The total investment revenue for the year ending June 30, 2002 was \$6,177,665. The averaged daily balance for total investments for the second quarter of 2002 was \$161,899,502. The averaged daily balance for the year ending June 30, 2002 was \$149,884,250. The total investment yield (net of management and banking service fees) for the second quarter of 2002 was 0.97%. The total investment yield for the year ending June 30, 2002 was 4.12%.

Investments in the Bank One Investment Advisors account realized a yield of 1.59%; the highest of all investment yield accounts used by Waukesha County. The Wells Fargo Bank Checking account realized the smallest yield of 0.35%. As of June 30, 2002, the Waukesha County investment portfolio had the following composition: checking 3%, state pool 5%, money funds 25%, Bank One 20%, Dana 31% and Gallaird 16%.

Hauko asked whom makes investment decisions for Waukesha County. Riess said he discusses investments with Director Cummings. Money is moved around accounts approximately 3 times per year depending on the market and other financial indications. Riess said the County has software that generates financial information quickly and makes forecasting easier. He uses forecast information to make projections and to compare the data with the County's goals.

Payment of Special Assessments and Tax Certificates Issued

Reeves reviewed the report titled "History of Tax Certificates Issued" and "Specials Paid." In 2001, 2,390 tax certificates were issued totaling \$6,675,101.89. This amount compares to 2,349 tax certificates issued in 2000 totaling \$5,352,762.71. The department just foreclosed on certificates from 1998.

In 2002, the total amount of special assessments paid out by Waukesha County to the various municipalities was \$825,696.05. This compares to 2000 and 2001 when those figures totaled \$676,576.10 and \$703,868.06, respectively. The question was raised whether it was worth the 18% interest collected on past due payments to continue this service for the municipalities.

Ordinance 157 -O-051: Neubert Property Acquisition

Kavemeier was present to discuss this ordinance. This ordinance authorizes acquisition of approximately 9.7 acres of land for future parkland and/or open space through the Walter J. Tarmann Parkland Acquisition Fund at an estimated cost not to exceed \$263,395.26. An additional \$1,396 is estimated for costs associated with property acquisition. Upon receipt of any state or federal funds available for this acquisition, the monies would be deposited in the Walter J. Tarmann Parkland Acquisition Fund Revenue Account to be used for future parkland acquisition. This is a joint effort with the Willow Springs Lake Management district in which the County would purchase the portion of the property not containing the dam. In turn, the lake management district would purchase the dam portion of the property and operate the dam. The property purchased by Waukesha County would be used as a satellite to the Retzer Nature Center for nature studies.

MOTION: Marchese moved, Broesch seconded, to Approve Ordinance 157 -O-051: Neubert Property Acquisition. **Motion carried:** 6 -0.

2nd Quarter Status Report on Proprietary Funds

Sander reviewed the County's various enterprise and internal service funds as outlined in the Proprietary Funds report. Those funds that showed an net operating income through the second quarter were: Naga - Waukeego Golf Course (\$13,557), Exposition Center (\$3,030), Materials Recycling (\$571,357), Central Fleet (\$18,348), Radio Services (\$400,612), Records Management (\$21,826), Communications (\$82,115) and Collections (\$183,720). Those funds that showed an net operating loss were: Wanaki Golf Course (-\$51,038), Moor Downs Golf Course (-\$54,942), Naga - Waukeego Ice Arena (-\$3,862), Eble Park Ice Arena (-\$15,074), Airport (-\$41,867), Vehicle/Equipment Replacement (-\$31,519), Risk Management/Worker's Compensation (-\$466,892), End User Technology (-\$742,016).

2nd Quarter Status Report on Collections

Sander was present to discuss the status report on collections. Total six-month collections increased 44.5% from 2001 and 46.6% from 2000. The total amount of collections retained by Waukesha County by the end of the second quarter was \$1,056,847 and the division's

expenditures totaled \$203,977.79. 8% of the 2002 County revenue referrals are for bail forfeitures and Health and Human Services private pay billings. Given the nature of the parties that the County attempts to collect from, and the state's ability to pay provision, recovery in these areas is anticipated to be less than 15% of the amount referred.

Supervisor Broesch left the meeting at noon.

Lunch Break

**Supervisors Broesch and Sonnentag did not return after the lunch break.
Supervisor Bruce arrived at the meeting.**

Contract Procurement Process for Temporary Clerical Help Services

Zastrow was present to discuss this issue. The contract was awarded to the two highest rated vendors – Manpower of Waukesha and Kelly Services. The total contract cost is \$126,000 for one year and these dollars can be accessed through each department's budget as needed. A total of 23 RFP's were sent to potential vendors and 9 were returned for consideration.

MOTION: Marchese moved, Griffin seconded, to approve the contract procurement process for temporary clerical help services. **Motion carried:** 5-0.

Supervisor Behrend returned to the meeting.

Review Capital Projects for which the Finance Committee has Oversight (Items #51, 52, 54, and 55 of the Capital Plan)

Cummings, Sander and Biagioli were present to discuss items 51, 52, 54 and 55 of the capital plan.

Item 52 Electronic Document Management System – This item went down in price because CCAP will provide imaging services otherwise taken care of by this system. There was also a cost savings due to reduced staffing needs.

Item 54 Upgrade Office Suite from Windows 2000 – The item was a mid-year change that could not be converted to the End User Fund. Eventually, Director Cummings would like the End User Fund to pay for this item. \$50,000 of this project covers the evaluation of what products are currently available in the market. The \$560,000 capital project will pay for some software at the state's discount. Biagioli said that he doesn't know what brand of software the County will buy or what the price will be.

Item 55 Upgrade Collections (CUBS) System – This project moves collections database to the type of database used elsewhere in Waukesha County and allows Collection to build interfaces with other departments. This system does the work of 3-4 employees and is fully funded by earnings retained in collections.

Item 51 Implement HHS Automated System – This project is in response to the state mandating Waukesha County to use SACWIS on all HHS computers. The project needs to be completed by June 2004 due to state imposed timelines. Waukesha County is charged an annual maintenance fee by the state to use SACWIS.

Items 56, 57, 58 are as planned.

Ordinance 157 -O-052: Approve Land Lease for Flagpole Antenna at UW - Waukesha

Swartz was present to discuss this ordinance. Waukesha County and Telecorp approached UW - Waukesha and the UW system officials regarding the location, appearance and details of the

placement of a flagpole antenna and related storage buildings on the UW - Waukesha Grounds. Telecorp will install a new radio antenna camouflaged as a flagpole and lease facility space for personal communications services on the UW - Waukesha grounds. Before the flagpole can be built, the UW Board of Regents needs to approve the lease agreement.

MOTION: Behrend moved, Griffin seconded, to Approve Ordinance 157-O- 052: Approve Land Lease for Flagpole Antenna at UW - Waukesha. **Motion carried :5- 0.**

Review County Equalized Property Values

Swartz and Director Cummings were present to discuss equalized property values. In tax year 2001, budget year 2002, the property tax rate was \$2.42 per \$1000 of equalized value. This was a decrease of 1.76%, or \$0.04 per \$1,000 of equalized value in Waukesha County. The County tax levy for budget year 2002, tax year 2001, was \$75,223,129 which was an increase of 5.99%. The equalized value without tax incremental financing districts in budget year 2003 is \$33,791,109,550 which is an increase of 8.74%.

Waukesha County is ranked twenty -third among counties in percent increase in equalized value according to the Wisconsin Department of Revenue. Waukesha experienced an increase of 8.49% in the equalized value from 2001 to 2002. Waukesha County was number one in the state for actual dollar increase.

Director Cummings passed out a report entitled, "Equalized Property Value by Municipality" and discussed it. As of September 1, 2002, the total equalized property value in Waukesha County, including all Tax Incremental Districts is \$34,518,445,200. This represents an increase of \$2,701,617,800 or 8.49% from 2001. Countywide property values continue to rise.

Annual Report on Grant/Sunset Positions

Swartz was present to report on Grant/Sunset Positions. He explained that positions in Waukesha County are created by ordinance and are listed by funding source. If the funding source is reduced or discontinued, the position is adjusted accordingly. There are very few changes in this report from past years. Report changes can be found in the "boxed -in" areas. Swartz then went through the report and discussed the highlights as outlined. In total, there are 51 full -time, 6 part -time and 13 nutrition site managers that are non -levy funded in 2002.

There is one more position that is not funded by state or federal funding and is not in the report. Swartz handed out a separate report page outlining the position of Radio Dispatch Coordinator. The position is levy funded and will sunset automatically on December 31, 2004.

Motion to Adjourn

MOTION: Marchese moved, Behrend second, to adjourn the meeting. **Motion carried: 5-0.**
Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Joseph F. Griffin
Secretary